

# DDRC Healthcare

## Job Description: Cleaner

### Core Principles of DDRC Team

#### Each member of staff holds a responsibility

- For their own safety, and that of the patients and visitors entering the centre. Every staff member must adhere to the standard operating procedures laid down by the organisation regarding the work, which they undertake, and where visitors or patients are present, ensure that they are afforded the appropriate protection, which these provide.
- To support all other members of staff both professionally and personally.
- To acknowledge the importance of Team working, in addition to each individual's own role and responsibility.
- To provide high quality care for patients.
- To promote excellence in all aspects of the work, in order to develop an international reputation for good practice and innovative research in both diving and clinical fields.
- To work within the objectives of the charity

**Job Title:** Cleaner

Place of work: DDRC Healthcare, BRIC unit

**Main Purpose of Job:** Keep the DDRC and BRIC building clean and tidy.

**Responsible to:** Facilities and HR Manager

**Responsible for:** Cleanliness and tidiness in all areas, particularly those routinely used by patients and clinical staff.

Specific Infection Control measures to be implemented in liaison with Line Manager and Site Maintenance Technician.

Assist in ensuring adequate stocks of required materials.

**Key Working Relationships:** All staff and patients.

#### Main Tasks:

- Safe storage and labeling of clinical waste in accordance with current active Waste Disposal and Handling Policies at DDRC.
- Disposal of non-clinical waste in accordance with waste disposal requirements
- Routine cleaning inside building, as set out in the cleaning schedules
- Assist in maintaining stock levels of cleaning equipment and chemicals.
- Ensuring safe, effective cleaning of key areas, including staff kitchens, clinical areas, training rooms, toilets and showers, laboratories, sluice rooms etc. This list is not exhaustive.
- Maintenance of consumables for patient and staff areas.
- Working as part of a team to ensure the MRI scan suite (including scanner room) is cleaned as per the schedule and as per the direction of the radiography team / BRIC team.

- Keeping up to date with policies, procedures and memos. These will mainly be communicated by email using a ddrc.org email address.
- Being aware of, and abiding by local rules relating to Personal Protective Equipment. The appropriate use of personal protective clothing and equipment provided by DDRC is essential. Any defects should be reported immediately to the Line Manager or another manager onsite.
- Keeping in date with mandatory training programme, this involves using Open Athens and E-Learning for health and requires familiarity with basic IT equipment and skills.
- Undertaking training on Data Protection and Information Governance in line with the role.
- Maintain good working relationships.
- Every staff member is responsible for their own safety and that of colleagues and visitors, whilst undertaking DDRC business.
- Working as part of a small team will mean cross-covering of roles and responsibilities, so you must maintain knowledge of how to clean in all areas of the building including clinical areas.

**Qualifications and experience required:**

Able to communicate effectively with all levels of staff, work in a well ordered and tidy manner often with little or no supervision.

Experience of cleaning in an environment that is CQC registered or similar.

Experience of working in an independent and proactive manner.

**Supplementary Roles**

Append generic Job Description.

The above is not an exhaustive list of duties and the postholder will be expected to perform different tasks as necessitated by their changing role within the organisation and the overall business objectives of the organisation. *Wherever possible these changes will be made in consultation with the postholder.*

Job Description agreed and approved;

Manager.....  
(Signature)

Postholder.....  
(Signature)

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(Job Title)

Date.....

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(Date)